

Key Terms

Activity:

Element within SAP Project Systems that may identify Center tasks and/or subtasks.

Allocation

The amount of budget authority transferred from one agency, bureau, or account that is a transfer Appropriation Account to carry out the purposes of the Parent Appropriation.

Allotment

Authority delegated by the head or other authorized employee authorizing employees to incur obligations within a specified amount, pursuant to OMB apportionment or reapportionment action or other statutory authority making Funds available for obligation. Each agency makes allotments pursuant to specific procedures it established within the general requirements stated in OMB Circular A-34. The amount allotted by an Agency cannot exceed the amount apportioned by OMB

Application of Fund

Treasury Fund Symbol. Also, the NASA appropriation symbol.

Apportionment

A distribution made by OMB of amounts available for obligation, authorized by an Appropriation and out of a Fund Account, into amounts available for specified time periods, activities, projects, objects, or combinations thereof. The amounts so apportioned limit the obligations that may be incurred.

Appropriation

New obligational authority. (1) The authority to obligate the government to make future payment for goods and services, and to make such payments from the Treasury. (2) The numeric and/or alphanumeric character assigned by Treasury to an account used to identify an agency's account with the Treasury Department. The availability of the Fund for expenditure and the source of the receipts are indicated by the symbol. Example: 8020110 --80 denotes a National Aeronautics and Space Administration account, 2 denotes that it is a one-year appropriation, which is available for obligations for one year, and the last four digits (0110) indicate that it is part of NASA's Science Aeronautics and Technology Appropriation

Assessment Cycle

Cycle that is processed monthly to allocate costs from sender cost objects to receiving cost objects.

Asset

Tangible or intangible items owned by the Federal government which have economic benefits that can be obtained or controlled by a Federal government entity. USSGL asset accounts are in the 1000 series and have a normal debit balance.

Balance Carry-forward

Process at year-end in which residual budget and open documents (Actuals) are carried forward. Budget Carry-forward provides residual budget not used in a given fiscal year and carries those dollars into the following year. Residual Budget is the budget that has yet be dispersed in the fiscal year. Open documents (Actuals) are the COCD (Commitment, Obligation, Cost, Disbursement) that are not closed in a given year

Budget Authority (BA)

The authority provided by law to incur financial obligations that will result in outlays. Specific forms of budget authority include appropriations, borrowing authority, contract authority, and spending authority from offsetting collections. Budget authority may be classified by its duration: One-Year (annual) Authority, Multiple-Year Authority, or No-Year Authority, by the timing of the legislation providing the authority (Current Authority or Permanent Authority, by the manner of determining the amount available (Definite Authority or Indefinite Authority), or by its availability for new obligations.

Key Terms

Budget Sub-type

Element within SAP Funds Management when combined with other FCS elements defines funds control; provides SGL account mapping when recording such activities as appropriations, apportionments, allotments, authorities, and cost pools transfers

Business Area

Business Area is the same as a NASA Center. It is a legally independent organizational unit within a client for which internal reporting balance sheets can be created.

Cancelled Appropriation

An appropriation account whose balance has been closed. An account available for a definite period (fixed appropriation account) is cancelled five fiscal years after the period of availability for obligation ends. The terms cancelled appropriation and closed account are synonymous.

Chart of Accounts

The list of general ledger account numbers that subdivide basic accounting equations, with associated titles and definitions, used by an entity for posting to its general ledger. The SGL Chart of Accounts includes the following series: 1000 – Assets; 2000 – Liabilities; 3000 – Net Position; 4000 – Budget Resources & Status; 5000 – Revenues & Financing Sources; 6000 – Expenses; 7000 – Gains and Losses; and 9000 – Memos.

Clearing Accounts

These accounts temporarily hold general or special trust Fund collections and disbursements. Agencies use these accounts pending clearance to the applicable receipt or expenditure account in the budget. A fiscal year “F” preceding the last four digits of the Fund symbol identifies a clearing account.

Closed Account

An appropriation account whose balance has been cancelled. An account available for a definite period (fixed appropriation account) is cancelled five fiscal years after the period of availability for obligation ends. The terms cancelled appropriation and closed account is synonymous.

Collection

The transfer of monies from one source to another for the payment of goods and/or services. An administrative reservation of an allotment or of other Funds in anticipation of an obligation. The amount of allotment or lower level authority committed in anticipation of an obligation.

Commitment Item

A commitment item is the same as the object classification. It is the key link between the FI (Financial) and BE (Budget) modules in SAP, and derives how the budget is updated in SAP. The Functional Area is generally derived from the commitment item. Examples of commitment items include: 1000 (Labor), 2000 (Travel), 2520 (Other Services), 3100 (Equipment), 4300 (Interest and Dividends).

Company Code

Always “NASA” within SAP.

Cost

The cash value of the resources allocated to a particular program or project. It includes direct costs and indirect costs.

Cost Center

A logical grouping of one or more related activities and/or organizational units into a common pool for the purpose of identifying the cost incurred for performing all of those activities.

Key Terms

Cost Center Groups

Groups created of multiple project cost centers in SAP to capture information by Performing Organization.

Cost Element

Element within SAP Controlling that is equal to commitments, obligations, costs, workforce civil service FTE's and Contractor WYE's.

Cost Element Group:

A grouping of cost elements within SAP Controlling that is equal to Phase Plan.

Cost Pool

An Agency-defined method of collecting and distributing costs for indirect activities to a particular program, project, or subproject. Indirect costs fall into two categories: Service Pool, and General and Administrative (G&A).

Deobligation

Cancellation or downward adjustment of previously recorded obligations.

Deposit

Monies that are presented for credit to the U.S. Treasury. Such transfers can be made by an organization unit(s) or directly by the remitter. All such transactions are affected through a Federal Reserve Bank or other financial institution.

Direct Costs

Costs directly and fully traceable to a specific project, system, or task.

Disbursements

Payments made using cash, checks, or electronic transfers. Disbursements include advances to others as well as payments for goods and services received and other types of payments made.

Document Type

A two-digit alpha code used in SAP, which represent the type of accounting transaction being processed.

Expenditures

This is the same as an outlay. Paid and unpaid expenditures for (1) services performed by employees, contractors, vendors, carriers, grantees, lessors, or other government Funds; (2) goods and tangible property received; and (3) amounts becoming owed under programs for which no current service or performance is required (i.e., annuities, insurance claims, other benefit payments).

Expense

The outflow of assets or incurrence of liabilities (or both) during a period as a result of rendering services, delivering or producing goods, or carrying out other normal operating activities. USSGL expense accounts are in the 6000 series and have a normal debit balance.

Expired Account

An Appropriation or Fund Account in which the balance is no longer available for incurring new obligations because the time available for incurring such obligations has expired. Expired accounts will be maintained by fiscal year identity for five years. During this five-year period, obligations may be adjusted if otherwise proper and outlays may be made from these accounts.

Financial Closing

Activities executed in order to generate the Balance Sheet. Performed quarterly and annually.

Key Terms

Full Cost

This includes all direct and indirect costs of Federal programs, products, and services. The cost information can be used by the Federal Agency and Congress in making decisions about allocating federal resources, modifying programs, and evaluating program performance.

Full Time Equivalent (FTE)

Term used to refer to civil service workforce, which is equivalent to a civil service employee working one year (2080 hours). Includes the number of productive hours, holidays, and leave.

Functional Area

Element within SAP Funds Management that represents current Congressional Operating Plan (COP) Line Item numbers.

Functional Area Group

Element within SAP Funds Management that represents the current five NASA enterprises and a non-enterprise office (e.g., Space Science, HEDS, Earth Sciences, etc.)

Fund or Fund Account

A summary account established in the Treasury for each Appropriation and/or Fund showing transactions to such accounts. Each such account provides the framework for establishing a set of balanced accounts on the books of the agency concerned. As used in OMB Circular A-34, this phrase refers to general Fund expenditure accounts, special Fund expenditure accounts, public enterprise revolving Funds, Intra governmental revolving Funds, management Funds, trust Fund expenditure accounts, and trust revolving Fund accounts.

Fund Account Symbol

This combination of numbers denotes the responsible agency, period of availability and Fund classification according to a prescribed system of account classification and identification.

Fund Center Classification

Element within SAP Funds Management that represents the following 9 FCS elements: Lead Center, Program, Program Area, Program Office, Cognizant Office Owner, Cognizant Office Spender, Sub authorization Received, Secondary Lead Center and Budget Line Item. Fund Center Classifications are assigned to the Fund Center master record.

Fund Center

Element within SAP Funds Management, when combined with other FCS elements, will be used to distribute budget. Replicates current Agency-Wide Coding Structure (AWCS) structure through the 506A/506A-R level.

Fund Master

The Fund Master record is a ten-digit character and contains the abbreviation for appropriation (digits 1-3), Fund source (digits 4-5), program year (digit 6-9), and Fund type (digit 10). The Fund master may only be mapped to one application of Fund, which is the Treasury Fund symbol used for FACTS I and FACTS II reporting. The Fund master contains the availability dates (expiration and cancellation) of the Fund.

General Ledger (G/L) Account

A general ledger account, which is equivalent to the U.S. Standard General Ledger.

Key Terms

Indirect Costs

Costs for which one single receiving object cannot be directly and fully identified, but are instead allocated based on some type of cost allocation method.

Journal Voucher

An financial transaction within SAP which does not have an assigned transaction code. There is a manual entering of the SGL account number for both the debit and credit. One example is the debit and credit entry for the Employee Reclassification of Benefits within the Labor interface.

Labor Interface

Processes the labor hours brought over from the Labor Cost System and makes a journal entry to the General Ledger to record actual labor costs in SAP. A calculation of FTE's occurs within the interface and is passed into the quantity field in SAP.

Liability

Amounts owed for items received, services received, assets acquired, construction performed (regardless of whether invoices have been received), an amount received but not yet earned, or other expenses incurred. USSGL liability accounts are in the 2000 series and have a normal credit balance.

Line Item

Line item refers to a line of accounting information, (i.e., accounting classification elements on a document.)

Material Groups

Grouping materials and services according to their characteristics. Data relating to individual objects that remains unchanged for a long time. Master data such as SGL accounts, Fund, application of Fund and their relationships with the derived budgetary accounts are loaded into the SAP system at startup and updated thereafter as changes occur.

Network

Element within SAP Project Systems (PS) module that may identify Center elements, tasks and/or subtasks. A network is a 7-digit system generated number that is linked to a Project WBS.

No-Year Authority

Budget Authority that remains available for obligations for an indefinite period of time, generally until the objectives for which the authority was made available are attained.

Object Classification

A method of classifying obligations and expenditures according to the nature of services or articles procured (e.g., personal services, supplies and materials, and equipment). Obligations are classified by the initial purpose for which they are incurred, rather than for the end product or service provided. The major object classes include: 10 – Personnel compensation and benefits; 20 – Contractual services and supplies; 30 – Acquisition of assets; 40 – Grants and fixed charges; 90 – Other. Many agencies have defined lower levels of object classes for internal use.

Obligated Balance

The cumulative amount of budget authority that has been obligated but not yet outlayed, also known as unpaid obligations (which is made up of accounts payable and undelivered orders) net of accounts receivable and unfilled customers orders.

Obligation

An act obligating the government to make future payment for goods and services provided to, or on behalf of, the government (e.g., a contract). Budgetary resources must be available before obligations can be incurred. An obligation is incurred within SAP once a Purchase Order is input.

Key Terms

Obligation Authority

The sum of (1) Budget Authority provided for a given fiscal year, (2) Unobligated Balances of amounts brought forward from prior years, (3) amounts of offsetting collections to be credited to specific Funds or accounts during that year, and (4) transfers between Funds or accounts. The balance of obligational authority is an amount carried over from one year to the next because not all obligational authority that becomes available in a fiscal year is obligated and paid out in that same year. Balances of obligational authority are described as obligated, unobligated, and unexpended.

Open Item

A contractual or scheduled commitment that is not yet reflected in Financial Accounting but will lead to actual expenditures in the future.

Outlay

A payment to liquidate an obligation (other than the repayment of debt). Outlays are the measure of Government spending. Outlays generally are equal to cash disbursements but also are recorded for cash-equivalent transactions, such as the subsidy cost of direct loans and loan guarantees, and interest accrued on public issues of the public debt. Except where outlay figures are labeled as gross, they are stated net of any related refunds and offsetting collections. Per GAO, outlays are the issuance of checks, disbursement of cash, or electronic transfer of Funds made to liquidate a federal obligation. Outlays also occur when interest on the Treasury debt held by the public accrues and when the government issues bonds, notes, debentures,

Primary Costs

Those costs, which are recorded in the Controlling Module through updates from FI (journal voucher) or Materials Management Module (goods receipt, service receipt, invoice, etc.).

Project Definition

Element within SAP that is used as the Project Identifier/Description and is equal to the Level 1 WBS. The standard configuration of a project is equal to a 5-digit AWCS code (there are exceptions).

Reimbursements

Amounts collected or to be collected for commodities, work, or services furnished or to be furnished to another appropriation or Fund or to an individual, firm, or corporation, which by law may be credited to an appropriation or Fund account. Amounts collected may also include interagency orders accepted and on hand, for which delivery has not been made, to the extent that the order is a valid obligation of the ordering agency, and the collection will be credited to the appropriation being reported (FMM 9020).

Reservation

A set-aside of Funds. Funds for a particular initiative that are removed from availability although the specific needs for the initiative are not yet defined and the procurement process for that initiative will not be begun until some later date.

Rescission

A legislative action that cancels new budget authority or the availability of unobligated balances of budget authority prior to the time the authority would have expired.

Residual Budget Authority

Uncommitted and unobligated budget authority, i.e., the unused portion of appropriation.

Secondary Costs

Postings within the Controlling Module that record the movement of cost from the Sender (posted amounts, actual dollars, or rates) to Receivers using secondary cost elements (9999.XXXX).

Key Terms

Standard General Ledger

A uniform listing of accounts and supporting transactions that standardizes federal agency accounting and supports the preparation of standard external reports. SGL Chart of Accounts (1) provides control over all financial transactions and resource balances; (2) satisfies basic reporting requirements of OMB and Treasury, and (3) integrates proprietary and budgetary accounting.

Statistical Cost

Postings in Controlling that are memo records and informational in nature and cannot be for the allocated (e.g., primary postings to Project WBS's with statistical postings made to Cost Centers on direct cite procurements).

Unfunded Expense

A liability is incurred but no budgetary resources are currently available.

Unexpended Appropriations

This amount includes the portion of the entity's appropriations represented by undelivered orders and unobligated balances.

Unobligated balance

The cumulative amount of budget authority that is not obligated and remains available for obligation under law.

Version

Element within SAP Funds Management and Project Systems that identifies the different versions of the Operating and Phasing Plans (e.g., Initial/Revised/Update).

Work Breakdown Structure (WBS)

A model of a project that represents the hierarchy of actions and activities to be carried out on a project. Can be displayed according to phase, function, or object.

Work Year Equivalent (WYE)

Represents the productive hours an average contractor's employee is available to work. Does not include holidays and paid leave.